How To Select and Assign Department-Specific Faculty Information in FHS DB (Departments)

TARGET AUDIENCE: DEPARTMENT ADMINISTRATORS

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OVERVIEW

The FHS-DB Personnel Info section includes five fields with drop-down menus that can be customized by departments to include relevant options only, so that the fields are more convenient to assign to faculty members. This document outlines:

- The purpose and potential uses of these five fields
- how departments can customize these fields so that only the options that are relevant to the department are available for assignment to faculty members in the department
- how to use these customized fields to add details to faculty personnel information in FHS-DB

CUSTOMIZING YOUR DEPARTMENT FIELDS

CUSTOMIZABLE FIELDS

The following fields in the Personnel Info section may be customized by departments so that only the options that you've selected will appear in the drop-down menu for each field:

Award
You can use this field to track nominations and successful candidates for awards that your department bestows on faculty, or for external awards that your faculty are eligible to receive.

Interest Category
This field can be used to track research, teaching, or clinical interests of your faculty members, including areas of expertise, and educational contribution roles they fulfill or are interested in. You can select categories that apply to your department, and add a specific description for each faculty member. This field may be useful to target adjunct or part-time faculty to fill specific roles or guest lecture topics.

Professional Development Events
You can use this field to track attendance of faculty at available professional development events, offered by the department, university, or discipline at large.

Role
This field can be used to track department- or program-specific roles, including leadership, teaching, research, and clinical roles. You could also use it to track external roles, for example, membership in a CIHR institute advisory board.
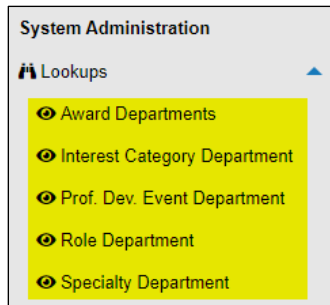
Specialty
This field can be used to track areas of teaching specialization and the number of learners per year that the faculty member instructs or supervises in that area. This could be useful for tracking or reporting on core or elective content by number of faculty who specialize and number of learners engaged in these areas.

HOW TO SELECT OPTIONS FOR EACH FIELD

➢ Login to the system using your MacID/password or local login. If you have any questions about how to login, refer to this user guide on our website: ***How to Login to FHS DB***.

➢ To access the options for each field, click System Administration along the left sidebar:

| Home |
| Personnel Info |
| Education Contributions |
| System Administration |
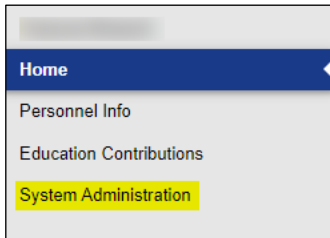
➢ This will expand to reveal Lookups, which are the lookup tables containing options for each field:

System Administration

🔍 Lookups ▲

- 👁 Award Departments
- 👁 Interest Category Department
- 👁 Prof. Dev. Event Department
- 👁 Role Department
- 👁 Specialty Department

➢ Click on "Award Departments", and a list of all awards in the system will appear on the screen. To select awards relevant to your department, click on the checkbox next to each award. When you are finished, click Save.

	Code	Description	Effective	Expiry
☐	AFMC Clincial Teacher of the Year Award	AFMC Clincial Teacher of the Year Award	01-Oct-2019	
☐	Brampton Preceptor of the YEAR	Brampton Preceptor of the YEAR	01-Oct-2019	
☑	CAME - Ian Hart Award	CAME - Ian Hart Award	01-Oct-2019	
☐	CAME Certificate of Merit	CAME Certificate of Merit	01-Oct-2019	
☑	Clerkship Tutor	Clerkship Tutor	01-Oct-2019	
☐	Donald I. Rice Award	Donald I. Rice Award	01-Oct-2019	

Showing 1 to 25 of 29 entries

🔍 Award lookups for Decrement Name

💾 Save   ✖ Back

➢ Repeat this process for each customizable field, as specified above.

➢ If you are looking for a role, award, etc., that is not on the list, submit a ticket to the FHS-DB JIRA system to have it added.

➢ If you are looking for specific entries, you can use the filter field to narrow down the list:

Home	**🔍 Role lookups for Department**		**💾 Save** **✕ Back**
System Administration	Showing 1 to 14 of 14 entries (filtered from 103 total entries)		Filter `co-ordinator` ✕

	Code	Description	Effective	Expiry
☐	Co-ordinator (Admin,) Academic Half-Days	Co-ordinator (Admin,) Academic Half-Days	01-Oct-2019	
☐	Co-ordinator - UG Program	Co-ordinator - UG Program	01-Oct-2019	
☐	Co-ordinator -Rotation (Hospitalist, Obstetrics)	Co-ordinator -Rotation (Hospitalist, Obstetrics)	01-Oct-2019	
☐	Co-ordinator, Behavioural Science	Co-ordinator, Behavioural Science	01-Oct-2019	
☐	Co-ordinator, Community Development	Co-ordinator, Community Development	01-Oct-2019	
☐	Co-ordinator, Curriculum	Co-ordinator, Curriculum	01-Oct-2019	
☐	Co-ordinator, Evaluation	Co-ordinator, Evaluation	01-Oct-2019	

Left navigation: Home, System Administration, 🔍 Lookups ▲, 👁 Award Departments, 👁 Interest Category Department, 👁 Prof. Dev. Event Department, 👁 **Role Department**, 👁 Specialty Department, Personnel Info, Education Contributions

➢ Once you have selected and saved roles, they will appear at the top of the list:

Home	**🔍 Interest Category lookups for Department Name**		**💾 Save** **✕ Back**
System Administration	Showing 1 to 25 of 38 entries		Filter

	Code	Description	Effective	Expiry
☑	Drug safety	Drug safety	01-May-2019	
☑	Emergency medicine	Emergency medicine	01-May-2019	
☑	Medication management	Medication management	01-May-2019	
☑	Multimorbidity	Multimorbidity	01-May-2019	
☑	Policy	Policy	01-May-2019	
☑	Population health	Population health	01-May-2019	
☑	Technology	Technology	01-May-2019	
☐	Addiction	Addiction	01-May-2019	
☐	Advance Care Planning	Advance Care Planning	01-May-2019	

Left navigation: Home, System Administration, 🔍 Lookups ▲, 👁 Award Departments, 👁 **Interest Category Department**, 👁 Prof. Dev. Event Department, 👁 Role Department, 👁 Specialty Department, Personnel Info, Education Contributions

➢ If a selection is no longer relevant, de-select by unchecking the box, then click Save, and it will no longer appear in your list.

ASSIGNING ENTRIES TO YOUR FACULTY

Once you have selected entries for each field, you can add them to faculty personnel profiles. For information on using the Personnel Info section, refer to this user guide on our website: *How to View and Edit Faculty Information in FHS DB*.

LOCATION OF EACH FIELD

➢ For **Awards** or **Professional Development Events**, select "Professional Activities". You will see tabs labelled "Awards / Nominations" and "Professional Development". Select the tab you want and click **Add**:

➢ For **Role**, select "Employment Details". You will see a tab labelled "Program Roles". Select the tab and click **Add**:

➢ For **Specialty**, select "Teaching Activities". You will see a tab labelled "Teaching Capacity". Select the tab and click **Add**:

➢ For **Interest Category**, select "Research Activities". You will see a tab labelled "Research/Teaching Interests". Select the tab and click **Add**:

Assigning Details to Faculty Members

1. Select a faculty profile. Navigate to the section containing the field you wish to add. For example, to add an Award, go to "Professional Activities" and select the "Awards / Nominations" tab. Click Add.
2. A pop-up box will appear with several fields to complete. The Award field provides a drop-down menu listing only the awards that have been selected for the department, as described in the previous section.
3. Enter the information and click Save.

4. Once added, the entry will appear in that section for the faculty member and can be edited or deleted by selecting the pencil or trash can icons.

NEED SUPPORT?

All FHS DB User Guides can be found on the [FHS DB website](#).